



DEPARTMENT OF THE ARMY
EIGHTH ARMY WIGHTMAN NCO ACADEMY
CAMP JACKSON, KOREA
UNIT #15351
APO AP 96258-5351

REPLY TO
ATTENTION OF:

EAHC-NCOA

31 May 2013

MEMORANDUM FOR ALL WIGHTMAN NCO ACADEMY ASSIGNED SOLDIERS

SUBJECT: Commandant's Policy #1, Open Door

1. Policy: All Soldiers and civilian employees have the right to seek advice and counsel from me. My door is open to discuss any issue that concerns you.
2. Procedures: All personnel of this academy desiring help of any type are encouraged to use the chain of command. The chain has proven to be the appropriate and responsive tool through which personnel voice complaints, seek advice, and address any personal or professional problems. The chain is the recommended route for all personnel to take in resolving their problems.
 - a. Each supervisor will ensure their door is open to any Soldier or civilian employee.
 - b. All personnel will have the opportunity to see me as necessary. All personnel who desire to see me should see or call the First Sergeant for an appointment. The First Sergeant will make every effort to set the earliest possible appointment date.
3. All supervisors must keep personnel informed on matters of interest to them, provide feedback on issues presented to us, and ensure that corrective action is taken on valid complaints.
4. Any Soldiers or civilian employees with Sexual Harassment, Sexual Assault and /or E.O. complaints, issues or concerns are encouraged to exercise their right to my open door policy and will be seen immediately. Command Climate is uppermost important to myself and the mission and no violations of any of the Army's Sexual Harassment, Sexual Assault and /or EO policy will be tolerated.

DAVID L. MORGAN
CSM, USA
Commandant